

Title and Summary

Request for Services No: FY17-1201
Request for Services Title: Collection/Disposal E-Waste
Invitation to Bid As follows:
Publication: 11/14/2016 <http://www.orangeburgcounty.org/>
11/14/2016 SCBO
11/13/2016 The Times and Democrat
Invitation Composition: Request for Proposal No. (FY17-1201)-is composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work
- Vendor Qualifications and Information
- Evaluation Factors
- Certified Proposal Bid Sheet
- Certification of No Exceptions
- Certification of Preference(s)
- Addendum Acknowledgement
- Sample Contract (See Addendum 1)

Invitation Amendments: If any, will be published/posted on the following:
<http://www.orangeburgcounty.org/>
Bulletin boards located in/on:
Basement Floor, Procurement Office

Contracting Entity: Orangeburg County, South Carolina ("Owner")
A political subdivision of the State of South Carolina
Procurement Coordinator: Procurement Director Jannella Shuler
Orangeburg County Procurement Office
1437 Amelia St. ("Administrative Center")
Orangeburg SC 29115
(803) 533-6121 Office phone number

(803) 535-2307 Office fax number

jshuler@orangeburgcounty.org

Pre-Submission of Bids

- Requirements: No Pre-Bid

- Questions: If bidders have questions, same shall be directed to the Procurement Director
Mode of Communication via e-mail only
No later than Monday, 11/21/2016 by 11:00 A.M.

- Proposal
- Submission Composition: Each submitted proposer is required to be composed of the following, including fully completed and executed forms:
 - Code and Articles Acknowledgment
 - Certified Proposal Bid Sheet
 - Addendum Acknowledgment
 - Vendor's Certification of Qualifications and Information
 - Certification of No Exceptions
 - Certification of Preference(s)

- Submission Deadline: Thursday, December 1, 2016 11:00 A.M.
- Submission Location: Procurement Office, Basement Floor,
1437 Amelia Street, NE, Orangeburg, S.C.

- Opening Time: 11:05 A.M. Thursday, December 1, 2016
- Opening Location: Procurement Office, 1437 Amelia Street,
Orangeburg, S. C.

Code and Articles

FY17-1201 Request for Services E-Waste

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any. ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html>. In addition, a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal (Request for Services), §5-304 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

General Information

Orangeburg County is seeking certified vendors to collect, recycle and/or disposal of E-waste (computers, televisions, microwaves etc.) for the Orangeburg County Landfill, 545 Endicott Ct. Orangeburg, S. C. 29118. The contract shall be 1 year with 2 one year renewal options.

The successful vendor will sign a contract with Owner's standard terms. A sample contract will be posted as an addendum to the RFS.

Contractor's Duties/ Scope of Work

Vendor Shall:

1. Pick-up and transport electronic salvage for the Orangeburg County Landfill to its recycling facility. Electronic salvage shall be defined as televisions, computers, monitors, radios, printers, and other electronic material.
2. Provide the following to include but not limited to pallets, gaylords, shrink wrap, and/or other materials for the Owner to collect, gather, and package the electronic salvage for pick-up and transport by the Contractor. Contractor shall also provide the trucks and trailers to transport packaged electronic salvage from the Orangeburg County Landfill to the Contractor's recycling facility.
3. Begin performing the Scope of Work within twenty (20) days of its receipt of Owner's Notice to Proceed.
4. Diligently prosecute completion of the Scope of Work from the date that Contractor begins the work through completion of the Initial or, if applicable, Optional term.
5. Contractor Shall comply with S.C. Codes of Law, Title 48, "Environmental Protection and Conservation," South Carolina Manufacturer Responsibility and Consumer Convenience Information Technology Equipment Collection and Recovery Act : by achieving environmentally sound management for covered television devices and covered computer monitor devices that are collected for reuse and recycling; and incorporating economic arrangements that minimize costs to participating manufacturers, consistent with Section 48-60-170.
6. Complete the Scope of Work on a timely basis

Owner Shall:

The Owner shall make its electronic salvage available at the Orangeburg County Landfill to Contractor for collection and disposal in accordance with the Scope of Work. The Owner shall be responsible for collecting all electronic salvage from designated collection sites within Orangeburg County, transporting collected electronic salvage to the Orangeburg County Landfill: sorting, palletizing, and shrink wrapping (packaging) the electronic salvage for transport by the Contractor; and Owner shall load the packaged electronic salvage in trailers provided by the Contractor for transport by the Contractor

Certified Bid Sheet

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Owner (Orangeburg County) shall pay Vendor \$_____ per pound for televisions and monitors containing Cathode-Ray Tube (CRT) glass. All other electronic materials or devices will be taken at no charge to the Owner.

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the specifications or scope of work described in Request for Proposal FY17-1201.
2. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties. Vendor should state any warranty information.
3. The foregoing bid: contains bid prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Title with Vendor of Vendor's Authorized Agent

Printed Name

Certification of No Exceptions
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The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Request for Proposal and the incorporated Code as a contract term. See Code §5-304. In connection with that requirement, a vendor must complete this certification and include it in its submission. Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: ____ Yes ____ No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below: ____ Yes ____ No

Identification of Excepted Vendor's

	Term	Description of vendor's substituted term	Vendor's Initials
Exception 1:	_____	_____	_____
Exception 2:	_____	_____	_____
Exception 3:	_____	_____	_____
Exception 4:	_____	_____	_____

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Request for Proposal (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Vendor Qualifications and Information

RFP FY17-1201 –Request for Services

Vendor shall provide with its proposal, the following which should be collated, fastened together and clearly labeled “Vendors’ Certification of Qualifications and Information for RFP No. FY 17-1201. At least two (2) copies.

1. Documentation of vendor’s general comparative experience(s) to demonstrate vendor has experience in supplying required services comparative in type and number specified in this RFS.
2. Three client references
3. A description of any litigation or arbitration within the last 10 years to which vendor has been a defendant.
4. A statement that vendor is aware of and can meet the delivery schedule.
5. A brief general history of the vendor.
6. Vendor organizational chart to demonstrate sufficient and qualified staff/employees. Statement of equipment, supplies etc.
7. Current Certificate of Liability Insurance, to include Worker’s Compensation.
8. Any current professional licensing as required by the State of S.C.

Evaluation Criteria

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If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose request for services determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor Qualifications Responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance: (see note below)

1. Compliance with Scope of Work and Vendor Qualifications
2. Total cost to be returned to the County
3. Vendor record of performances and integrity
4. Ability to deliver in a timely manner

Note: The method of selection, Request for Proposal, does not require a numerical weighting for each factor. See Code §5-304.7.

Certification of Preference(s)

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The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

- Preference 1. Vendor is a resident of the State of South Carolina: Yes No
Preference 2. Vendor is a resident of Orangeburg County, SC: Yes No
Preference 3. Vendor is an MBE (Minority Business Enterprise): Yes No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Printed Name of Vendor's Authorized Agent

Title

Addendum Acknowledgement

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Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

Addendum No.	Addendum Date	Initials of Vendor's Authorized Agent
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vendor shall submit a completed Addendum Acknowledgement form with its submission. Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Vendor shall submit a completed Addendum Acknowledgement form with its submission. **Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement.**